Idaho Assessment Training

February 2015

INTRODUCTIONS

- Department of Education (SDE)
- Data Recognition Corporation (DRC)
  - Vendor for ISAT Retest and Science, EOC Science
  - Program Management Team/Online Technical Customer Support

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AGENDA

- ISAT Retest and Science and EOC Science General Information

- System Information

- eDIRECT

- INSIGHT

- Tutorials and Online Tools Training

- Roles and Responsibilities

- Procedures Before, During and After Testing

- ISAT Retest and Science and EOC Science Dates

Spring 2015

Online Test Administration

March 30th – May 22nd

Accommodated Materials Test Administration

March 30th – May 15th

ISAT OVERVIEW

Science

Grades 5 and 7

NCLB only, no Extender

SUBJECTS TESTED

Reading, Language Usage, and Mathematics

Retest Opportunity for 12th graders only

*Districts must pay for 11th grade testing

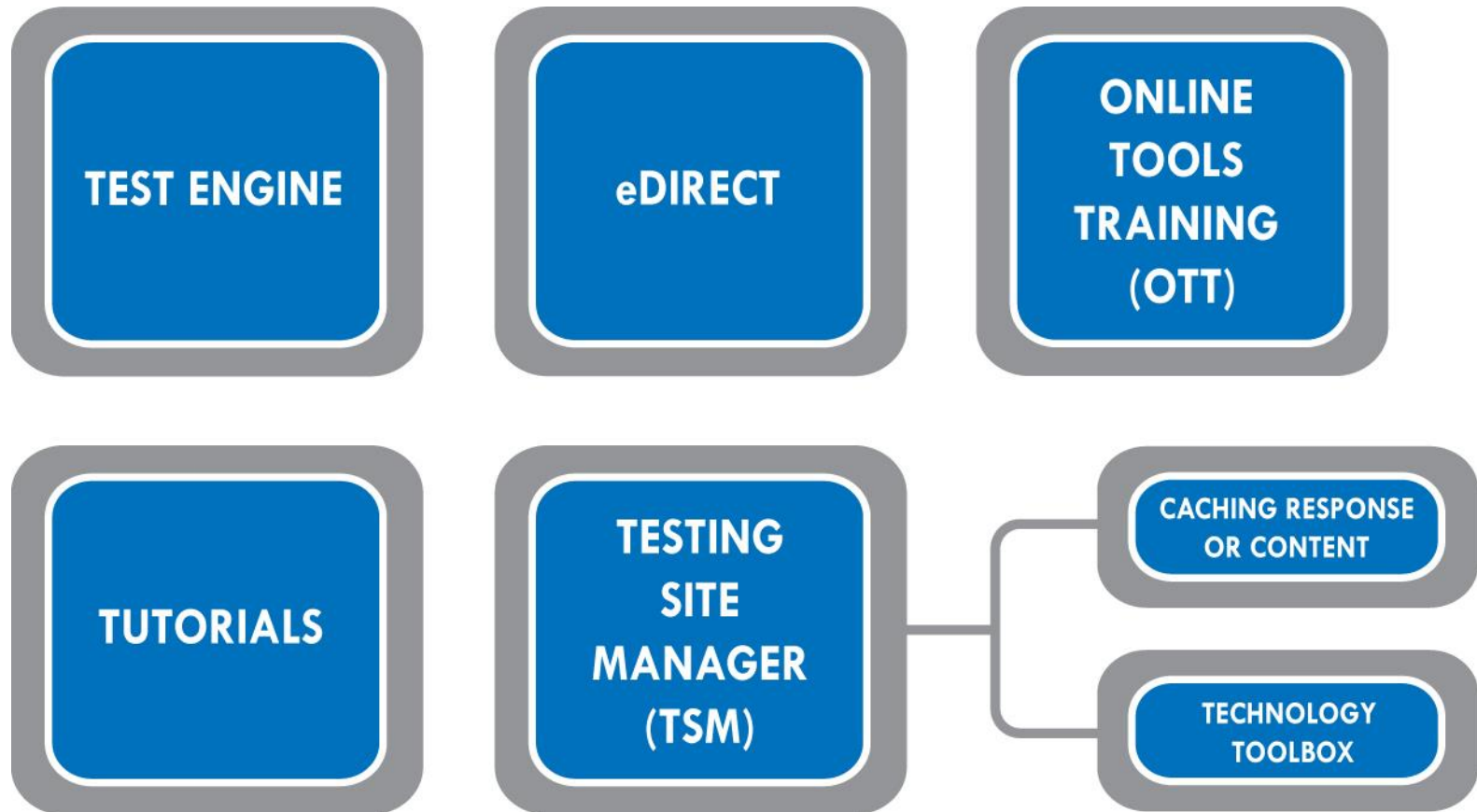**No** time limit – plan for 90 minutes to complete each test

EOC SCIENCE OVERVIEW

First Operational Year

- Replaces ISAT Grade 10 Science
- Biology and Chemistry
- Students in Grades 10-12 are required to take EOC Biology or Chemistry once during these years

GENERAL TERMS AND DEFINITIONS

TEST ENGINE

eDIRECT

ONLINE TOOLS TRAINING (OTT)

TUTORIALS

TESTING SITE MANAGER (TSM)

CACHING RESPONSE OR CONTENT

TECHNOLOGY TOOLBOX

SYSTEM REQUIREMENTS

Browser	Safari 4.0 or higher, IE7.0 – 9.0, Chrome, Mozilla Firefox 3.6 or 6.0 and higher
Operating System	Windows Vista/7/8.1(non-touch devices only) Mac OS 10.7 through 10.9 *Linux Ubuntu 12.04.1 – 32- or 64-bit with Gnome 3.4 with Unityshell (does not support audio or TTS)*
Processor	1 Ghz minimum
Memory	512 MB minimum; 1 GB or more recommended
Display	9.5+ inch monitors with a resolution of at least 1024 x 768
Internet Connection	Able to connect to the Internet
Mobile Computing Devices	Not supported for the INSIGHT software this year

SYSTEM REQUIREMENTS

Special Notes

- TSM software - Must use IE8 or higher or the latest versions of Chrome, Firefox, or Safari

- eDIRECT

  - Minimum browser window width of 1024 pixels (1024 x 768)

  - Accept cookies

  - Accept emails from the @datarecognitioncorp.com domain

- Student Tutorials

- Flash Plug-in

  - Sound card for audio portion

INSIGHT TECHNOLOGY USER GUIDE

INSIGHT Technology User Guide includes

- Installation Instructions for Test Engine, Testing Site Manager (TSM), OTTs and Tutorials
- System and Network Requirements
- System Readiness Guidance
- Troubleshooting tips
- Frequently Asked Questions

Located in eDIRECT under "Documents" as of March 2nd

EDIRECT

https://id.drcedirect.com

- Test Administration Manuals will be posted to eDIRECT on March 2nd

- Current District Test Coordinators in eDIRECT will be given access to all software on March 2nd

- DTCs or Superintendents must add new district and school level users within eDIRECT

EDIRECT - ADD A SINGLE USER

- Click on Manage Users on the left main menu.

- Click on User Administration.

- Select the Add Single User tab on the screen.
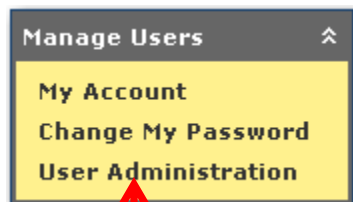
EDIRECT - ADD A SINGLE USER

- Select the appropriate Administration
- User First and Last Name, User Email Address
- User Role
  - District or School
- School
  - For school level users only

User Administration

| Edit User | Add Single User | Upload Multiple Users |

* Indicates required fields

First Name   Middle Initial   Last Name

Email Address

Administration   User Role

(Select)

District   School

EDIRECT – ADD A SINGLE USER

- Select and move the appropriate permissions from the Available Permissions column over to the Assigned Permissions column.

NOTE: More than one permission can be selected by holding down the Ctrl button on your keyboard.

- Click Save.

EDIRECT – EDIT SINGLE USER

- The following can be updated within Edit User

  - Update Contact Information
  - View/Add Permissions
  - Change Password

- To edit a user profile, click the View/Edit Profiles icon under the action column

- Reset users that have been locked out

- Inactivate Users

EDIRECT - UPLOAD MULTIPLE USERS

EDIRECT - EDIT MULTIPLE USERS

	Last Name ▲	First Name ▲	Email ▲	Role	Administration ▲	District	School
☐	Moore	Charles	cmoore@datarecognitioncorp.com	EPM	ISAT Fall 2011		
☑	Murray	Emily	emurray@datarecognitioncorp.com	EPM	ISAT Fall 2011		
☐	Robertson	Aaron	arobertson@datarecognitioncorp.com	EPM	ISAT Fall 2011		
☑	Sanders	Elma	esanders@datarecognitioncorp.com	EPM	ISAT Fall 2011		
☐	Sharp	Donald	dsharp@datarecognitioncorp.com	EPM	ISAT Fall 2011		
☐	Singh	Shivanie	ssingh@datarecognitioncorp.com	EPM	ISAT Fall 2011		
☑	Skarohlid	Lori	lskarohlid@datarecognitioncorp.com	EPM	ISAT Fall 2011		
☐	Smith	Aaron	ASmith@datarecognitioncorp.com	EPM	ISAT Fall 2011		
☐	Wille	Mary	mwille@datarecognitioncorp.com	EPM	ISAT Fall 2011		
☑	Young	Chris	cyoung@datarecognitioncorp.com	EPM	ISAT Fall 2011		

Users | **Profiles**

User Profiles

23 Item(s) Displayed

Select multiple users and copy them and their permissions to any or all available administrations by clicking here.

Select multiple users and add new permissions to selected users. Can also add multiple permissions at once.

Copy to New Administration | **Assign Permissions** | **Remove Permissions**

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EDIRECT - EDIT MULTIPLE USERS

SOFTWARE DOWNLOADS

- Downloads available March 2nd within eDIRECT
- Test Setup–General Information–Downloads

Test Setup General Information

About | Downloads | Tutorials

⊞ Instructions

Software Downloads

Testing Software Downloads

Title	Platform	Operating Systems	Version	Size	Action
Windows Installer	Windows	XP SP1+, Vista, 7, Server 2003, Server 2008	2013.3.4.1526	62.6 MB	
Macintosh Installer	Mac OS	10.5, 10.6, 10.7, 10.8	2013.3.4.1526	17.6 MB	
Linux Installer	Linux	Ubuntu 12.04 with Gnome 3.4	2013.3.4.1526	42.8 MB	

TESTING SITE MANAGER (TSM)
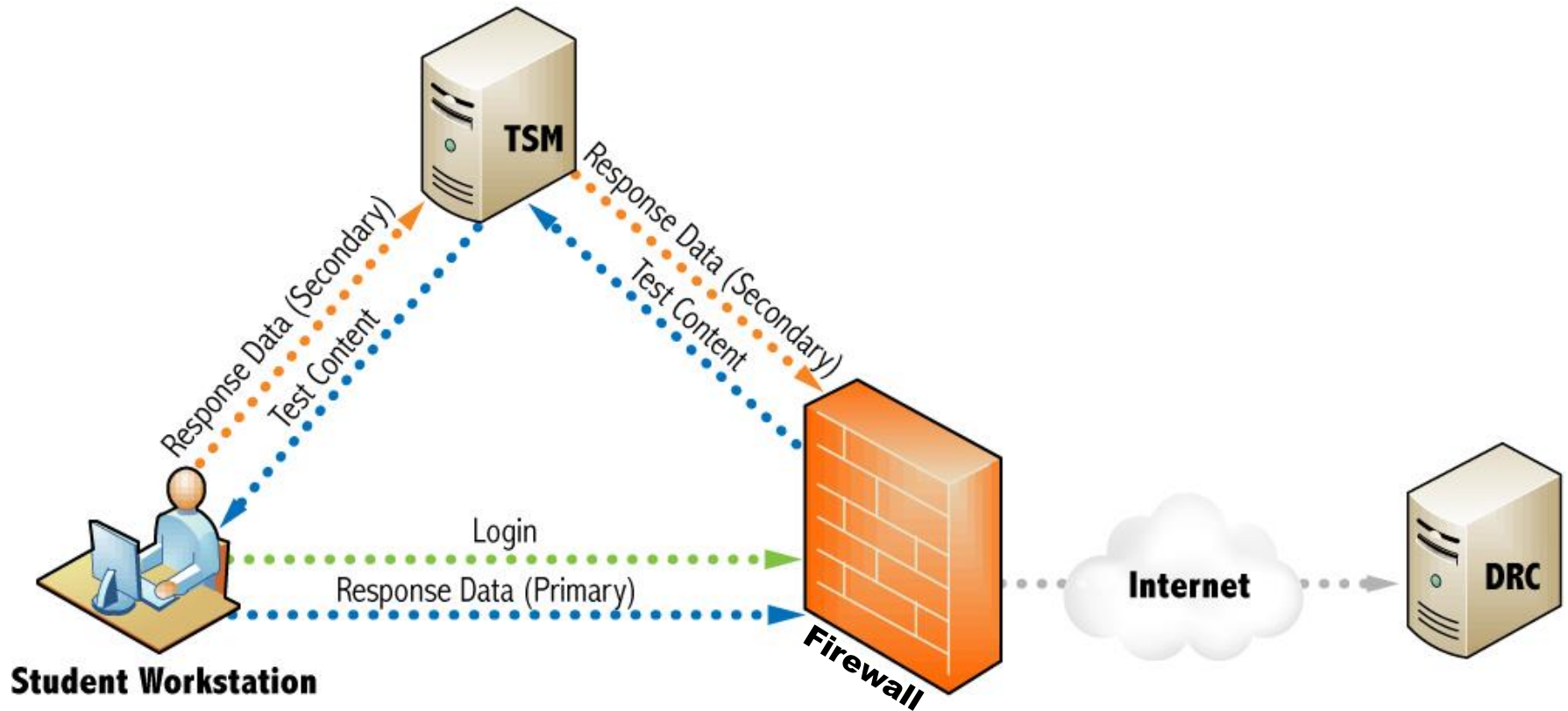
TSM INSTALLATION

Downloads available March 2nd within eDIRECT

If the port is already being used: <installation dir>/apache-tomcat-7.0.40/conf/server.xml
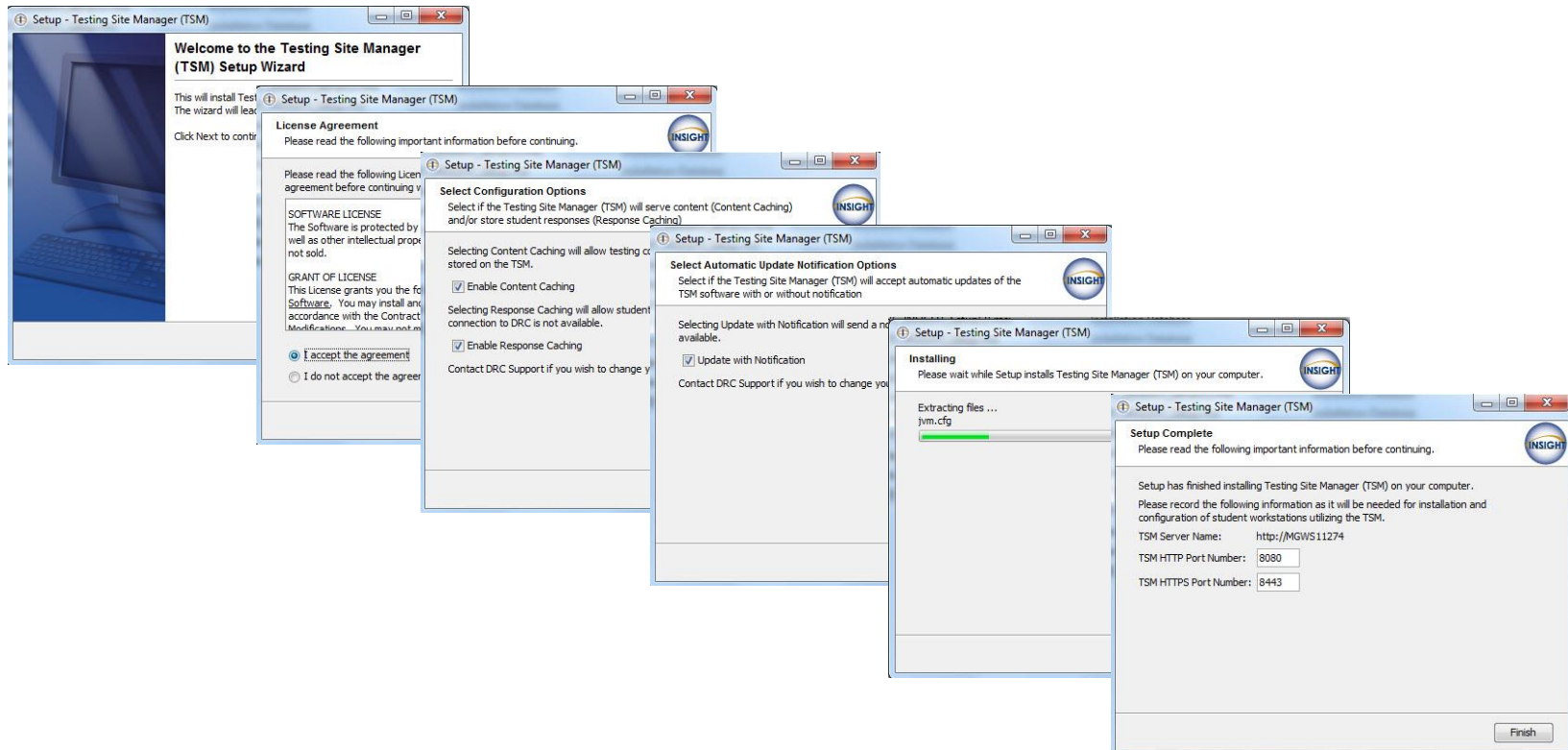
TSM GETTING STARTED

Figure 1
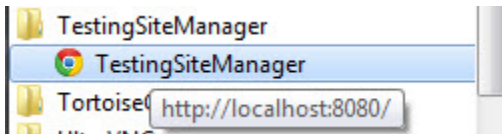
Figure 2

Enter Testing Site Manager Name

TSM Name: District 1, School 22, Bldg 3, Rm 7

Save

Figure 3

Testing Site Manager (TSM)
(includes Local Caching Service [LCS] capabilities)

TSM Name: District 1, Sample School, Bldg 3, Rm 7
TSM Version: 6.0.0
TSM Server: 10.5.3.27

Content Caching | Response Caching ▾ | Tools ▾

Last Updated: 12/31/2013 01:01:38 PM
Update Content

10 records per page	Content List	Search:
Content		Status
000001 - Online Testing Assessment		Up to Date
Showing 1 to 1 of 1 entries		← Previous 1 Next →

Content Caching | Response Caching | Tools
Copyright © 2013 Data Recognition Corporation.

TSM CONTENT CACHING

TSM RESPONSE CACHING

TSM PING ACTIVITY

TSM LOAD SIMULATION TESTING

TEST ENGINE INSTALLATION

TEST ENGINE\TSM CONFIGURATION

TEST ENGINE\TSM CONFIGURATION

DRC INSIGHT Client Configuration Properties

Enable DRC INSIGHT Auto Update: ☑

Enable Content Caching and Simulation TSM: ☑
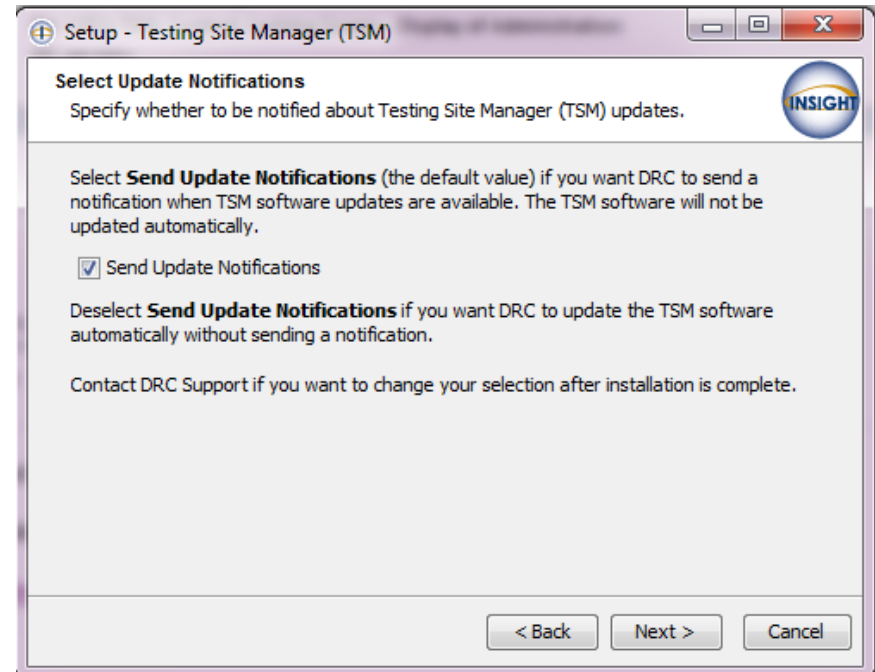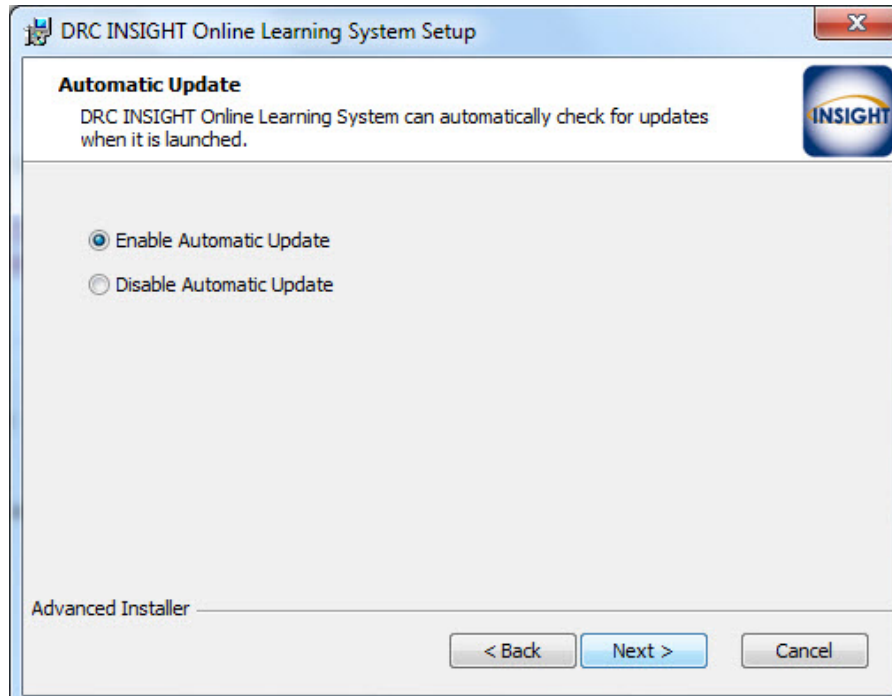
TSM Content Caching and Simulation Server Name: `https://MGWS11274:8443`

Enable Response Caching TSM : ☑

TSM Response Caching Server Name: `https://MGWS11274:8443`

HTTPS Proxy Host:

District Name: ADAMS CENTRAL PUBLIC SCHOOLS

School Name: ADAMS CENTRAL JR-SR HIGH SCH

Save   Cancel

SOFTWARE UPDATES

CAPACITY ESTIMATOR

- Test Setup–General Information–Downloads
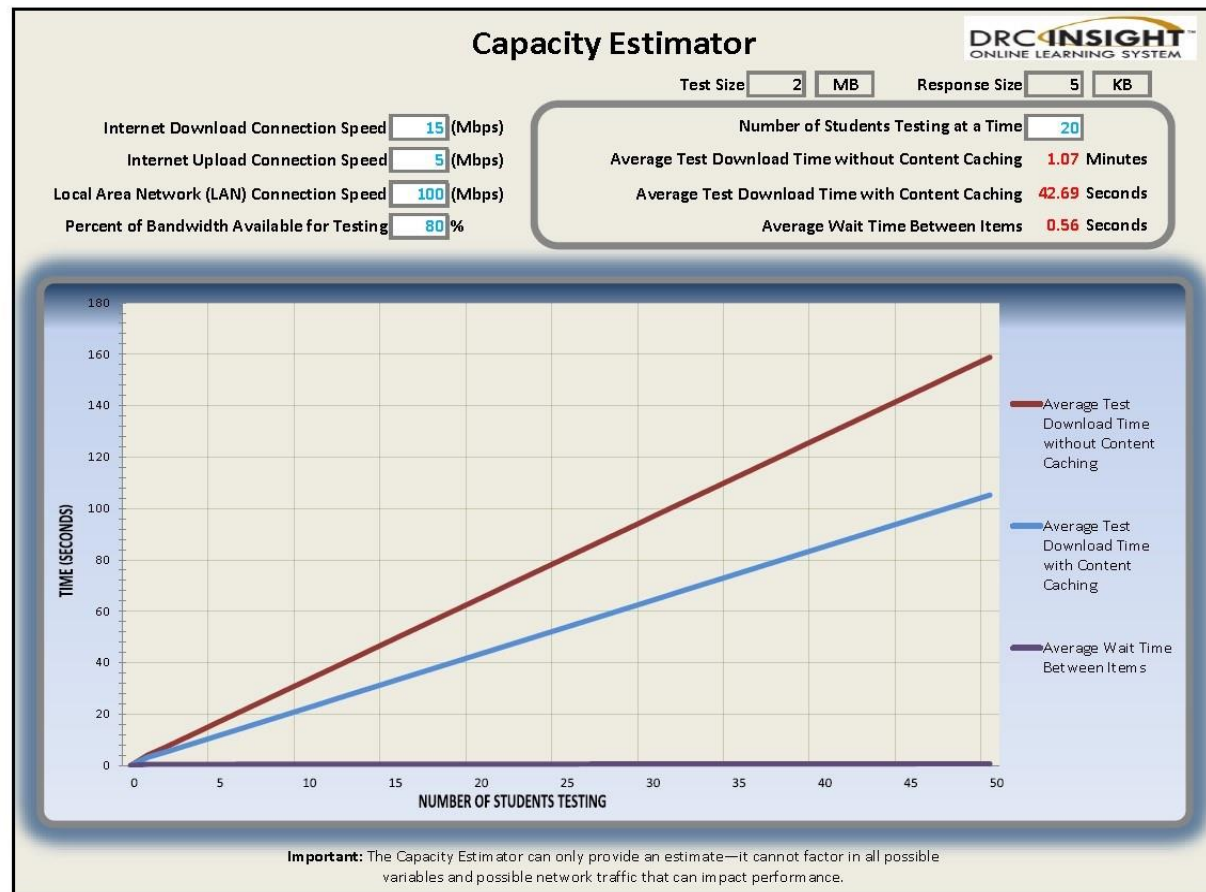
TUTORIALS AND ONLINE TOOLS TRAINING

- Student Tutorials
  - On desktop when the test engine is downloaded
  - In eDIRECT go to Test Setup/General Information/Downloads
- Online Tools Training (OTTs)
  - Part of the operational test installation package
  - A public link will be available on the eDIRECT log-in page (audio requires a TSM and secure log-in)

ROLES AND RESPONSIBILITIES – DISTRICT/SCHOOL TEST COORDINATOR

- Manage all usernames and passwords within eDIRECT
  - DTC/STC decision on levels of access in schools
- Verify and edit all student data in ISEE
  - Prior to Testing (February 20 deadline)
  - Prior to Final Reporting (May 15 deadline)
- Verify all student data in eDIRECT
- Print Test Tickets
- Monitor all testing; ensure test security

ROLES AND RESPONSIBILITIES – TEACHER/PROCTOR

- Administer Student Tutorials and Online Tools Training prior to testing

- Print student Test Tickets for only their students (with DTC/STC approval)

- Ensure students have correct Test Tickets for each test

- Identify any testing irregularities and report to STC

- View immediate scores

  - View Online Results (PDF and Excel)
  - Audit Spreadsheet

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TEST ADMINISTRATION MANUAL

- Spring 2015 TAM posted on eDIRECT under "General Information - Documents"

- Provides information for test preparation and Test Administrator/Proctor directions for testing day

- Should be reviewed <u>prior to</u> testing to ensure a better understanding of processes

ACCOMMODATED VERSIONS

Audio Online

- Available for all tests except Reading

  - No human readers allowed

    NOTE: Reading the Reading test to a student results in test invalidation.

- Students will have an Audio indicator on the Test Tickets

ISAT Spring 2015 Test Ticket
Grade 5 Science
Accommodation – Audio Online

School: Sample School
Student Name: Anderson, Abigail A
EDUID: 12345678
Username: AAnderson1
Password: MELT3456

ACCOMMODATED VERSIONS

Paper Versions

- Available for those students whose IEP requires an assessment not presented on a computer

- Large Print, Braille, and Paper versions

- Audio CDs in Mathematics, Language Usage, and Science

- Ordering Materials – deadline is <u>February 20th</u>

- Accommodated materials <u>must</u> be returned no later than May15th

- New process for ordering accommodated materials…

ACCOMMODATED VERSIONS

- Log into eDIRECT at https://id.drcedirect.com.

- Click on the Materials tab on the left side of the screen to display the Materials menu.

- From this menu you can select Additional Materials, Client Box Intercept, and Material Intercept.

- Click Additional Materials.
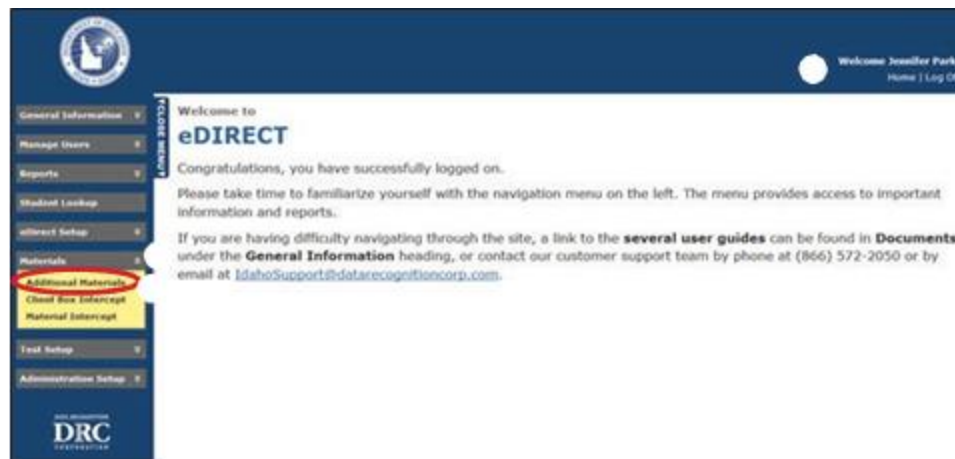
ACCOMMODATED VERSIONS

- Select your administration (EOC or ISAT), district, and school and then click the "Add Order" button to begin placing your order. Upon receipt of your order, DRC will contact your DTC by telephone for student information. You can also check the status of orders that have been placed with the "Find Orders" button.

- Electronic copies of the Spring 2015 Test Administration Manuals and Test Coordinator Manuals for Accommodated Materials will be available in eDIRECT under General Information – Documents, within the Manuals drop-down menu on March 2, 2015.

- Paper copies of the Spring 2015 Test Administration Manuals and Test Coordinator Manuals for Accommodated Materials will be available to be shipped with your order upon request.

ACCOMMODATED VERSIONS

- DRC will send these materials to arrive in districts beginning March 23, 2015, depending on when the order is received. No orders for accommodated materials will be accepted after May 8, 2015.

- In addition to ordering accommodated materials through eDIRECT, you must identify each student in Test Setup in eDIRECT by subject for each accommodated material needed by May 15, 2015.

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TEST SECURITY

- Test Security guidelines - *Test Coordinator's Guide to State and Federal Assessments*
- Test Security Agreement (found in TAM)- All Administrators, Teachers, and Proctors must complete one prior to each administration. Completed agreements must be filed in district office for two years.
- Administrators/Proctors are NOT allowed to look at a student's computer.
- All Test Tickets, Math Reference Sheets, periodic tables, and scratch paper are secure materials and must be collected after testing is completed.

TEST SECURITY

- Erasure Analysis Report – SDE reviews all suspect cases. "Wrong to Right" are of special concern.

- Pause Function – used for brief emergencies (restroom break)

- Inactivity for longer than 20 minutes during testing will cause the system to log off the test.

- Teachers/Proctors are not allowed to login students without students being in the room to verify attendance.

- Mathematics – calculator/noncalculator items in retest

  - When the student reaches the end of the noncalculator section, warning will pop up.

TEST SETUP

- Test Setup will now be done through eDIRECT

- Available beginning March 16

- Test Setup is where eDIRECT users can search for students, edit student information, add students, view student status, and add or edit accommodations and testing codes

- Test Session management

- Print Test Rosters and Test Tickets

TEST SETUP – STUDENT INFORMATION

- Student information can be found under Test Setup - Students
- Click view/edit icon in the Action column
- View Student Detail, edit accommodations, demographics, or testing codes, and view test sessions

Edit Student

⊞ Instructions

* Indicates required fields

Last Name	First Name	Middle Initial	EDUID
Student *	Training *		1234567890 *

| Student Detail | Accommodations | Demographics | Testing Codes | Test Sessions |

Accommodations

Type	Accommodation	Biology	Chemistry
Presentation	Paper	☐	☐
Presentation	Braille	☐	☐
Presentation	Large Print	☐	☐
Presentation	Paper with Audio CD	☐	☐
Presentation	Braille with Audio CD	☐	☐
Presentation	Large Print with Audio CD	☐	☐
Online	Audio Online	☐	☐
Online	Paper - DRC Use Only	☐	☐
Setting	Setting, administration and presentation, scheduling, response,	☐	☐

10 Item(s) Displayed

Save Cancel

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TEST SETUP – ADD STUDENTS TO A TEST SESSION

- New students can be added directly to a test session. This will automatically set the student as an online tester.

- Under Test Setup select Test Sessions, enter search criteria, and click Show Sessions. Select the View/Edit icon next to the test session to which you'd like to add a new student.

- Click New Student

- Enter student information

- Save

TEST SETUP – STUDENT STATUS

- From the Student Status window you can view the online testing status of one or more students for a specific district and school. The window displays the following information:

STATUS	DESCRIPTION
Not Started	The student has not started the test.
In Progress	The student is taking the test.
Completed	The student has finished the test. The start time, end time, and length of the test session are also displayed if the student has completed a test.
Locked	At the end of each day, all students with a status of In Progress are automatically locked.

TEST SETUP – PRINT TEST TICKETS

- Test Tickets will be available beginning March 16 under Test Sessions

- Click Show Sessions

- You can click the Print All icon to print all Test Tickets in a test session

- Print selected tickets by clicking the Edit/Print Ticket Status icon in the action column for the test session you want. In the Testing Status window, select students by clicking the checkbox next to their name and then clicking the Print Selected button

TEST TICKETS AND STUDENT TEST ROSTERS

- The Student Test Ticket always indicates an administration date, name of the assessment, student name, EDUID, accommodation (if applicable), username, and password. In addition to the Student Test Tickets, a Student Test Roster will print. The Student Test Roster lists the students in the test session.

Science EOC Spring 2015 Test Ticket
Biology

School: Sample School
Student Name: Anderson, Abigail A
EDUID: 12345678
Username: AAnderson1
Password: MELT3456

ISAT Spring 2015 Test Ticket
Grade 5 Science
Accommodation – Audio Online

School: Sample School
Student Name: Anderson, Abigail A
EDUID: 12345678
Username: AAnderson1
Password: MELT3456

Science EOC Spring 2015
Student Test Roster

District: Sample District
School: Sample School
Assessment: Biology
Test Session: K Session O

Training Tutorial	OTT	Form	Student Name	EDUID	Username	Password	Accommodation
☐	☐	B1	Anderson, Abigail A	123456789	AAnderson1	MELT3456	Audio Online
☐	☐	B3	Mohammed, Hassan M	234567890	HMohammed1	LONG9876	
☐	☐	B1	Schwartz fisher, Christine J	232323232	CSchwartzfi1	BOOT2596	
☐	☐	B5	Thompson-Gillmoore, Kerrington	891828372	KThompson-g1	MELT2298	Audio Online

REACTIVATIONS AND INVALIDATIONS

- Districts will no longer be submitting reactivations and/or invalidation requests via electronic mail per Idaho's Student Data Privacy Law.

- Reactivation and Invalidation forms in TAM and http://www.sde.idaho.gov/ site/assessment/eocScience.htm

- Submit through a Secure File Transfer Protocol (SFTP) at: https://sftp.sde.idaho.gov/login.html.

- Only District Test Coordinators and School Test Coordinators may unlock a test.

UNLOCKING TESTS

- Only District Test Coordinators and School Test Coordinators may unlock a test in these situations:

  - A student exited the test by using the End Test function in INSIGHT.

  - A student exited the test by using the Pause/Exit function, or they were inactive on the system for more than twenty minutes and INSIGHT removed them from the test. If this happened on the same day as their first login, the student can log in using their original login information and their Test Ticket does not need to be unlocked. If this happened on a day after their first login, the student's Test Ticket must be unlocked. After it is unlocked, they can log in using their original login information from the previous day.

- Instructions on unlocking tests can be found in the TAM.

NOTE: *You need special permission from the State Department of Education to unlock Test Tickets on any day other than their original testing day.*

NOT TESTED CODES

Students who are unable to test due to absence, medical reasons, parent refusal, student refusal, or suspension must be coded in eDIRECT

Not Tested Codes are **required** for all students who are unable to test

Withdrawn/Transfer Coding

- Coding for students who have transferred or withdrawn from your district.

  - Exit a student ONLY when student has taken the 10th grade test and banked it in a previous administration. Should be used for 11th and 12th graders only.

- Code a student Withdrawn/Transferred when student moved during testing window. Use the W/T code for the content areas not tested.

- Coding under Test Setup in eDIRECT

ISAT PRELIMINARY REPORTING - IMMEDIATE SCORES

- Immediate scores for students will be available under Reports – View Online Results in eDIRECT.

- All these scores are considered preliminary.

PARENT BROCHURES

- Printed versions to be delivered to districts on May 27th

- Districts are <u>required</u> to distribute brochures to all parents of ISAT students

- Delivery date and method of delivery are district decisions

FINAL SCORE REPORTS

- ISAT
  - NCLB requires the ISAT reports be sent to all parents
    - NCLB Report may be sent home along with the Parent Brochure
  - Final Individual Student Reports (ISRs) available Friday, June 5th via DRC eDIRECT
  - Final summary reports and data files available Friday, June 19th via DRC eDIRECT
- EOC
  - Estimated delivery Friday, September 4 via DRC eDIRECT

SDE CONTACT INFORMATION

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DRC CONTACT INFORMATION

ISAT Retest and Science and EOC Science Project Team

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